

December 9, 2019 - December 15, 2019

December 2019						
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January 2020						
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Monday, December 9

- 8:30am - 9:45am Meeting to Discuss DPHHS Mental Health Grant - ALL Commissioners, Carey Ann Haight, Mary Embleton (Commission Office) - Weber, Jane
- 10:00am - 5:00pm Copy: Extension Personnel Interviews - Jim - (Extension Office) - Larson, James
- 11:00am - 6:00pm Maco Board of Directors Meeting - Jane (MACo Conference Room, Helena) - Weber, Jane
- 11:00am - 6:00pm MACo board of Directors Meeting - Joe (MACo conference room - Helena) - Briggs, Joe
- 5:30pm - 8:00pm MT Association of County Officials evening event - Joe (Delta Hotel Helena)
- 6:30pm - 9:00pm Conservation District Holiday Party - ALL (Chili's Grill & Bar) - Baker, Kyler

Tuesday, December 10

- 7:00am - 9:30am Joe returns from Helena
- 9:30am - 10:30am Commission Meeting - All (Commission Chambers) - Fogerty, Bonnie
- 11:00am - 1:00pm CONFIRMED OOO - Jane (OOO) - Weber, Jane
- 1:30pm - 2:30pm BO/Grant Updates with Mary Embleton - All (Commission Chambers) - Fogerty, Bonnie
- 3:00pm - 3:30pm CONFIRMED SWIB call - Jane (Jane's Office) - Weber, Jane

Wednesday, December 11

- MACo Training for Capital Reserves - Jane and Joe (Colonial in Helena) - Weber, Jane
- 8:00am - 12:00pm MT County officials training session - Joe
- 12:00pm - 3:30pm MT Association of County Officials training - Joe (Colonial Hotel)
- 12:00pm - 1:30pm HPAC Meeting - Jane (Civic Center)
- 3:30pm - 8:00pm MACO Health Care Trust meetings - Joe (Delta Colonial) - Briggs, Joe
- 6:00pm - 9:00pm Cascade County Tavern Association Annual Charity Dinner (Heritage Inn) - Baker, Kyler

Thursday, December 12

- 7:00am - 9:00am Joe returning from Helena - Briggs, Joe
- 10:30am - 12:00pm Mental Health Crisis Steering Committee Meeting - Joe (C4MH Office) - Fogerty, Bonnie
- 12:00pm - 1:30pm Lunch with Bonnie D. - Jane (OOO) - Weber, Jane
- 12:00pm - 1:00pm Veterans and Military service Committee call - Joe (Joe's Office) - Briggs, Joe
- 2:00pm - 3:00pm CCHD Updates with Trisha Gardner - All (Commission Chambers) - Baker, Kyler

Friday, December 13

- 10:00am - 11:00am Updates on Carpenter-Snow Creek - All (Commission Chambers) - Fogerty, Bonnie
- 12:00pm - 1:30pm NACo Executive Committee Conference call - Joe - Briggs, Joe
- 3:00pm - 4:00pm Meeting with L. Hall - Joe (Commissioner Briggs' Office) - Fogerty, Bonnie

Saturday, December 14

Sunday, December 15

December 16, 2019 - December 22, 2019

December 2019						
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Monday, December 16

- **9:00am - 10:00am Staff Meeting - All** (Commission Chambers) - Fogerty, Bonnie
- **12:00pm - 1:00pm Conference Call with Ellen Seivert - Jane** (Tax Appeal Room #116) - Baker, Kyler
- **1:30pm - 2:30pm Expo Park Updates with Susan Shannon - All** (Commission Chambers) - Baker, Kyler

Tuesday, December 17

- **8:45am - 10:15am Haircut - Jane** (OOO) - Weber, Jane
- **10:00am - 11:00am Department of Technology Updates - All** (Commission Chambers) - Fogerty, Bonnie
- **11:00am - 12:00pm Discussion on Fox Farm RSID Assessments** (Commission Chambers) - Fogerty, Bonnie
- **3:00pm - 4:00pm Quarterly Meeting w/ExpoPark Advisory Board - All (Confirmed)** (Commission Chambers) - Fogerty, Bonnie
- **4:30pm - 5:30pm Library Board Meeting - Jane** - Baker, Kyler

Wednesday, December 18

- **8:00am - 10:00am GFDA Executive Committee Meeting - Joe** (2nd Floor Boardroom) - Briggs, Joe
- **9:00am - 10:30am DDP Meeting - Jane** (Neighborworks) - Weber, Jane
- **11:30am - 12:30pm Christmas Luncheon - All** (Room #114)
- **11:45am - 1:15pm Meeting with Josh Racki and Jesse Slaughter - Jane** (TBD) - Weber, Jane
- **12:30pm - 1:30pm ExpoPark Advisory Board - Joe** (ExpoPark Atrium) - Fogerty, Bonnie
- **1:00pm - 2:00pm Monthly RAC Conference Call** (1-888-757-2790; 299194) - Arthur Scott
- **2:00pm - 3:00pm Conference Call with Jon Sesso - All** (Commission Chambers) - Fogerty, Bonnie
- **3:00pm - 5:00pm Opportunity Inc. Board Meeting - Jim** (Opportunity Inc. Office) - Fogerty, Bonnie

Thursday, December 19

- **10:00am - 11:30am Senior Center Board Meeting - Jim** (Senior Center) - Fogerty, Bonnie
- **10:30am - 12:00pm Mental Health Crisis Steering Committee meeting - Joe** (Center 4 mental Health) - Briggs, Joe
- **11:30am - 1:00pm Dr. Appt - Timmer - Jane** (Timmer's Office) - Weber, Jane
- **1:00pm - 2:00pm Appt at GF Clinic - Jane** (GF Clinic) - Weber, Jane
- **2:00pm - 3:00pm Western Region NACO Conference** (Joe's office) - Briggs, Joe
- **3:00pm - 5:00pm Depart for Billings - Jane** (Billings HOfel and Convention Center) - Weber, Jane

Friday, December 20

- **MACo Wildland Fire Ad Hoc Committee - Jane** (Billings Hotel and Convention Center) - Weber, Jane
- **11:00am - 12:00pm Monthly T&T Conference Call - Joe** (1-888-757-2790; 299194) - Arthur Scott

Saturday, December 21

Sunday, December 22

CASCADE COUNTY COMMISSION MEETING
November 26, 2019
COMMISSION CHAMBERS
COURTHOUSE ANNEX, ROOM 111
9:30 A.M.

Commission Journal #59

Notice: Pursuant to MCA 2-3-212(1), the official record of the minutes of the meeting is in audio form, located at cascadecountymt.gov and the Clerk and Records Office. This is a written record of this meeting to reflect all the proceedings of the Board. MCA 7-4-2611 (2) (b). Timestamps are indicated below, in **red**, and will direct you to the precise location should you wish to review a specific agenda item audio segment. These are in draft form until officially approved on December 10, 2019.

Commission: Chairman Joe Briggs and Commissioner James L. Larson
Excused: Commissioner Jane Weber

Staff: Carey Ann Haight – Deputy County Attorney, Roy Curtis – Superintendent of Buildings and Grounds, Mary Embleton – Budget Officer, Diane Heikkila – Treasurer, Bonnie Fogerty – Commission Office and Kyler Baker – Deputy Clerk and Recorder

Public: Karl Puckett – Great Falls Tribune and Jenn Rowell – The Electric

Call to Order: Chairman Briggs called the meeting to order.

Reading of the Commissioners' calendar: Bonnie Fogerty read the calendar. **00:15**

Purchase orders and accounts payable checks: *See agenda for payment information.* Commissioner Larson made a **MOTION** to approve purchase orders and accounts payable warrants. **Motion carries 2-0 02:04**

Treasurer's Report: Treasurer Diane Heikkila read the report. (See attached report) **02:28**

Consent agenda: Routine day-to-day items that require Commission action. Any Commissioner may pull items from the Consent Agenda for separate discussion/vote.

Approval of the Minutes and Consent Agenda Items: Commissioner Larson made a **MOTION** to (A) Approve minute entries (November 12, 2019; November 18, 2019; November 20, 2019) **05:26** (B) Approval of Routine Contracts as Follows:

Consent Agenda

Resolution 19-72: Budget Amendment increasing Fund #2940 CDBG Non-Comp Housing funding for Ethridge Project in Cascade, MT. Total Amount: \$92,727.00 (*Ref: Contract 19-167, R0379268*) **05:44**

Contract 19-178: Department of Defense Operations and Maintenance Program. Project Name & #: MT DAR 2021(1), Defense Access Roads FY 2021. Parties to Agreement: Federal: US Department of Transportation, Federal Highway Administration, Western Federal Lands Highway Division, Department of Defense: Malmstrom AFB. Counties: Teton, Cascade & Lewis and Clark. Federally Funded. County is required to maintain roads after project completion. Total of Cascade County Roads: 41.85 miles. **06:11**

Contract 19-179: MT DPHHS Contract #20027210050 USDA Commodities Supplemental Food Program. Effective: October 1, 2019 – September 30, 2020. Initial Amount: \$3,657 for 52 days of service. (*Renewal*) **07:12**

Public Participation in decisions of the Board and allowance of public comment on matters the Commission has jurisdiction, on items not covered by today's agenda. (MCA 2-3-103)

Public Comment: None

Adjournment: Chairman Briggs adjourned this Commission Meeting at **09:40 a.m.**

CASCADE COUNTY WORK SESSION MINUTES
COMMISSION CHAMBERS COURTHOUSE ANNEX
December 4, 2019 – 2:00 P.M.

Notice: Pursuant to MCA 2-3-212(1), the official record of the minutes of the meeting is in audio form, located at cascadecountymt.gov and the Clerk and Records Office. This is a written record of this meeting to reflect all the proceedings of the Board. MCA 7-4-2611 (2) (b). **Timestamps are indicated below, in red, and will direct you to the precise location should you wish to review a specific agenda item audio segment.** This written record is in draft form until officially approved on December 24, 2019.

**COMMISSION
MINUTES
JOURNAL # 59**

Board of Cascade County Commissioners: Commissioner James L. Larson and Commissioner Jane Weber
Excused: Chairman Joe Briggs

Staff Present: Carey Ann Haight – Deputy County Attorney, Mary Embleton – Budget Officer, Trisha Gardner – Public Health Officer, Lisa Mosley – Sheriff's Office, Sandy Johnson – Sanitarian, Lynn DeRoche – Elections Administrator, Rina Fontana Moore – Clerk and Recorder, Bonnie Fogerty – Commission Office, Marie Johnson and Kyler Baker – Deputy Clerk and Recorder's

Public Members Present: Jenn Rowell – Media

Commissioner Larson opened the work session meeting at 2:01 pm

Consent Agenda Items:

Department:

Contract 19-180: 360 Office Solutions Equipment Maintenance Agreement for equipment maintenance on Kyocera printers in the Evidence and Detective Areas. Effective: November 15, 2019 – November 15, 2020.
Monthly Cost: \$40.00 for both printers

Sheriff's Office
00:30

Contract 19-184: Montana Department of Commerce CDBG Program Amendment #MT-CDBG-13HR-01C

Budget/Grants
01:31

City-County Health Department

Contract 19-181: Voluntary National Retail Food Regulatory Program Standards Grant Program. Project Verification Audits of Standard 3 & Standard 7. Grant #: G-SP-1909-07685 Effective: January 1, 2020 – December 31, 2020 Total Award: \$3,000.00

CCHD
06:35

Contract 19-182: Voluntary National Retail Food Regulatory Program Standards Grant Program. Project: FDA Standards Training 2020. Grant #: G-T-1909-07683 Effective: January 1, 2020 – December 31, 2020 Total Award: \$12,939.77

CCHD
09:08

Contract 19-183: Voluntary National Retail Food Regulatory Program Standards Grant Program. Project: FDA Standards Training 2020. Grant #: G-T-1909-07683 Effective: January 1, 2020 – December 31, 2020 Total Award: \$3,000.00

CCHD
10:47

AGENDA ITEM #1 12:07

Resolution 19-73: A resolution consolidating rural polling places in Cascade County. Precinct 19B1 & 19C, Centerville School and Precinct 19A3, Ulm School to Exhibition Hall at Montana ExpoPark, 400 3rd Street NW, Great Falls, MT 59404.

Added Item(s): Trisha Gardner brought forth a contract with Big Sky Billing Services for billing for services at the City-County Health Department. Trisha stated that Carey Ann has reviewed. **17:03** (Item to be placed on regular agenda)

Trisha Gardner brought forth a contract with SteriCycle for disposal of medical waste. **21:14** (Item to be placed on consent agenda)

Adjournment: Commissioner Larson closed the work session meeting at 2:25 p.m.

December 10, 2019

Contract 19-180

Agenda Action Report
Prepared for the
Cascade County Commission

ITEM: 360 Office Solutions Equipment
Maintenance Agreement

INITIATED & PRESENTED BY: Lisa Mosley, Records Manager
Cascade County Sheriff's Office

ACTION REQUESTED: Approval of Contract 19-180

BACKGROUND:

This agreement is for the 360 Office Solutions Equipment Maintenance Agreement for the Kyocera printers in Evidence and Detectives.

TERM: 11/15/2019 - 11/15/2020

AMOUNT: Monthly Payment \$40 x 12=\$480.00 for both Printers

RECOMMENDATION: Approval of Contract 19-180

TWO MOTIONS PROVIDED FOR CONSIDERATION:

MOTION TO APPROVE:

Mr. Chairman, I move that the Commission **approve** Contract 19-180, Contract 360 Office Solutions Equipment Maintenance Agreement with the CCSO.

MOTION TO DISAPPROVE:

Mr. Chairman, I move that the Commission **disapprove** Contract 19-180, Contract 360 Office Solutions Equipment Maintenance Agreement with the CCSO.

December 10, 2019

Contract #19-184

Agenda Action Report
Prepared for the
Cascade County Commission

ITEM: MT-CDBG-13HR-01C Contract Amendment
Extending end date to 3/31/2021 and
Revised Implementation Schedule

INITIATED AND PRESENTED BY: Mary K. Embleton
Budget Officer/Grants Coordinator

ACTION REQUESTED: Approval of Contract 19-184

BACKGROUND:

Cascade County entered into a contract with the Montana Department of Commerce to accept a CDBG Housing Rehabilitation grant to assist the South Winds Water and Sewer District with funding in the amount of \$450,000 for the construction of wastewater treatment facilities at Trailer Terrace Mobile Home Park in Cascade County. The original contract was executed on February 22, 2016 for the period of July 12, 2013 through July 12, 2017 via Contract #16-29 and was extended previously via Contract #17-79 to end on December 31, 2018. The contract was again extended to December 31, 2019 via Contract #18-211. The Phase II Wastewater Project was delayed again due to unresolved deviations requested from the Department of Environmental Quality regarding the proposed drain field. The deviations have recently been resolved and final plans and specifications are near completion. Construction activity will begin next spring needs to be completed by December 31, 2020 and the Close-out activity needs to be completed by March 31, 2021.

RECOMMENDATION: Approval of Contract 19-184

TWO MOTIONS PROVIDED FOR CONSIDERATION:

MOTION TO APPROVE:

Mr. Chairman, I move that the Commission approve Contract 19-184, CDBG #MT-CDBG-13HR-01C, extending the ending date to March 31, 2021 and accept the revised implementation schedule for Phase II Wastewater Project for South Winds Water and Sewer District.

MOTION TO DISAPPROVE:

Mr. Chairman, I move that the Commission disapprove Contract 19-184, CDBG #MT-CDBG-13HR-01C, extending the ending date to March 31, 2021 and accept the revised implementation schedule for Phase II Wastewater Project for South Winds Water and Sewer District.

December 10, 2019

Contract #19-181

Agenda Action Report
Prepared for the
Cascade County Commission

ITEM: Contract 19-181
FDA Verification Audits of
Standard 3 and Standard 7
Grant Number: G-SP-1909-07685

INITIATED AND PRESENTED BY: Sandy Johnson,
Environmental Health Division Manager

ACTION REQUESTED: Approval of Contract #19-181

BACKGROUND:

The purpose of this grant is to assist local health jurisdictions with costs of Verification Audits of Standard 3 and Standard 7 related to the FDA retail food standards.

TERM: January 1, 2020 - December 31, 2020

AMOUNT: \$3,000.00

RECOMMENDATION: Approval of Contract #19-181

TWO MOTIONS PROVIDED FOR CONSIDERATION:

MOTION TO APPROVE:

Mr. Chair, I move that the Commission **APPROVE** Contract #19-181, FDA Verification Audits of Standard 3 and Standard 7, Grant Number: GSP-1909-07685.

MOTION TO DISAPPROVE:

Mr. Chair, I move that the Commission **DISAPPROVE** Contract #19-181, FDA Verification Audits of Standard 3 and Standard 7, Grant Number: GSP-1909-07685.

December 10, 2019

Contract #19-182

Agenda Action Report
Prepared for the
Cascade County Commission

ITEM: Contract 19-182
FDA Moderate Project Plan
Grant Number: G-MP-1909-07686

INITIATED AND PRESENTED BY: Sandy Johnson,
Environmental Health Division Manager

ACTION REQUESTED: Approval of Contract #19-182

BACKGROUND:

The purpose of this grant is to assist local health jurisdictions with costs of Project Planning related to retail food inspection programs or the FDA retail standards.

TERM: January 1, 2020 - December 31, 2020

AMOUNT: \$12,939.77

RECOMMENDATION: Approval of Contract #19-182

TWO MOTIONS PROVIDED FOR CONSIDERATION:

MOTION TO APPROVE:

Mr. Chair, I move that the Commission **APPROVE** Contract #19-182, FDA Moderate Project Plan, Grant Number: G-MP-1909-07686.

MOTION TO DISAPPROVE:

Mr. Chair, I move that the Commission **DISAPPROVE** Contract #19-182, FDA Moderate Project Plan, Grant Number: G-MP-1909-07686.

December 10, 2019

Contract #19-183

Agenda Action Report
Prepared for the
Cascade County Commission

ITEM: Contract 19-183
FDA Standards Training
Grant Number: G-T-1909-07683

INITIATED AND PRESENTED BY: Sandy Johnson,
Environmental Health Division Manager

ACTION REQUESTED: Approval of Contract #19-183

BACKGROUND:

The purpose of this grant is to assist local health jurisdictions with costs of staff attending trainings related to retail food inspection programs or the FDA retail standards.

TERM: January 1, 2020 - December 31, 2020

AMOUNT: \$3,000.00

RECOMMENDATION: Approval of Contract #19-183

TWO MOTIONS PROVIDED FOR CONSIDERATION:

MOTION TO APPROVE:

Mr. Chair, I move that the Commission **APPROVE** Contract #19-183, FDA Standards Training, Grant Number: G-T-1909-07683.

MOTION TO DISAPPROVE:

Mr. Chair, I move that the Commission **DISAPPROVE** Contract #19-183, FDA Standards Training, Grant Number: G-T-1909-07683.

December 10, 2019

Contract #19-185

Agenda Action Report
Prepared for the
Cascade County Commission

ITEM: Stericycle Service Agreement

INITIATED AND PRESENTED BY: Trisha Gardner, Health Officer

ACTION REQUESTED: Approval of Contract #19-85

BACKGROUND:

The purpose of this service agreement is to provide biohazardous regulated medical waste disposal for the Cascade City-County Health Department.

TERM: December 1, 2019 - November 30, 2024

AMOUNT: \$179.91/monthly

RECOMMENDATION: Approval of Contract #19-185

TWO MOTIONS PROVIDED FOR CONSIDERATION:

MOTION TO APPROVE:

Mr. Chairman, I move that the Commission **APPROVE** Contract #19-185, Stericycle Service Agreement.

MOTION TO DISAPPROVE:

Mr. Chairman, I move that the Commission **DISAPPROVE** Contract #19-185, Stericycle Service Agreement.

December 10, 2019

Agenda #1

Agenda Action Report
prepared for the
Cascade County Commission

ITEM: Consolidation of Rural Polling Locations

INITIATED BY: Cascade County Clerk & Recorder

ACTION REQUESTED: Approval of Poll Consolidation

PRESENTED BY: Rina Fontana Moore, Cascade County Clerk & Recorder

SYNOPSIS:

The Cascade County Elections Department seeks to consolidate two of our rural polls. The Elections Department would like to consolidate Ulm School and Centerville School to Exhibition Hall at the Montana Expo Park. The reason for this consolidation is the high numbers of absentee voters and to remove our process from the schools.

Attached you will find a resolution requesting that the commission approve our request for poll consolidation.

RECOMMENDATION:

The Cascade County Clerk & Recorder, per this resolution requests that the Cascade County Commissioners approve the attached resolution for the consolidation of the Centerville and Ulm polling locations to Exhibition Hall at Montana Expo Park.

TWO MOTIONS PROVIDED FOR CONSIDERATION

MOTION TO APPROVE:

"I move the Cascade County Commission approve Resolution No. 19-73 and allow the Cascade County Clerk & Recorder/Elections Administrator consolidate the Ulm and Centerville Schools to Exhibition Hall.

MOTION TO DISAPPROVE:

"I move the Cascade County Commission disapprove Resolution No. 19-73 and not allow the Cascade County Clerk & Recorder/Elections Administrator consolidate the Ulm and Centerville Schools to Exhibition Hall.

Agenda Action Report
Prepared for the
Cascade County Commission

ITEM: Big Sky Billing and Office Management Inc.
Billing Services Agreement

INITIATED AND PRESENTED BY: Trisha Gardner,
Health Officer

ACTION REQUESTED: Approval of Contract #19-186

BACKGROUND:

The purpose of this agreement is to provide medical billing, and provider enrollment services to Cascade City-County Health Department Prevention and Family Health Services Divisions.

TERM: November 18, 2019 – November 17, 2020

AMOUNT:

- Base fee 6% of net collection
- Postage Charges
- \$750.00 Initial Set-Up or, \$500.00 per provider set-up provider enrollment
- Base fee 6% of net collections plus \$2.00 per claim for dates of service prior to contract date

RECOMMENDATION: Approval of Contract #19-186

TWO MOTIONS PROVIDED FOR CONSIDERATION:

MOTION TO APPROVE:

Mr. Chair, I move that the Commission **APPROVE** Contract #19-186, Big Sky Billing and Office Management Inc. – Billing Services Agreement.

MOTION TO DISAPPROVE:

Mr. Chair, I move that the Commission **DISAPPROVE** Contract #19-186, Big Sky Billing and Office Management Inc. – Billing Services Agreement.